

# CERS Online Reporting

## Training for Business



California Environmental Reporting System: Business Cheryl Adams' Account Sign Out Tools Reports Help

### CERS Business

Home Submittals Facilities Compliance My Business

Home: CERS Testing Company Bldg 1  
Home

#### Common Tasks

**START**  
**Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).

**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

#### Facilities

[Add Facility...](#)

CERS ID	Facility Name	Address	History	Summary	Continue/New
10137951	CERS Testing Company Bldg 1	CERS Testing Company, Soquel 95073	<a href="#">Past Submittals</a>	<a href="#">Summary</a>	<a href="#">Start/Edit Submittal</a>

#### Action Required (None)

#### Alerts/Notifications (2)

Message	Occurred On
New Business \$OrganizationName\$ with a new Facility \$FacilityName\$ has been added.	Jan 9, 2012
Cheryl Adams was invited to create a CERS Business Account.	Jan 10, 2012

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<http://cers.calepa.ca.gov>

## Modules

1. Introduction to CERS
2. Getting Access/Creating a CERS Account
3. Finding or Adding a Facility
4. Navigating the Website
5. Managing Users
6. Starting a Submittal
  - Business Activities
  - Owner/Operator Information
  - Hazardous Materials Inventory
  - Uploading Maps and Documents
8. Completing Submittal
9. Wrap Up

## Introduction to CERS

### Module 1

# What is CERS?

CERS = California Environmental Reporting System

- A statewide, web-based system
- Supports businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data
- Mandated by the California Health and Safety Code and AB 2286

# CERS Reporting Requirements

2013

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

All California businesses that are required to report Unified Program data must do so electronically by 2013.

## Hazardous Materials Business Plans

By State law, required to be resubmitted every three years

## Hazardous Materials Inventory Statement

Must be verified annually, but on the third year would be resubmitted as part of the HMBP

# Benefits—For You

The new CERS Business portal will:

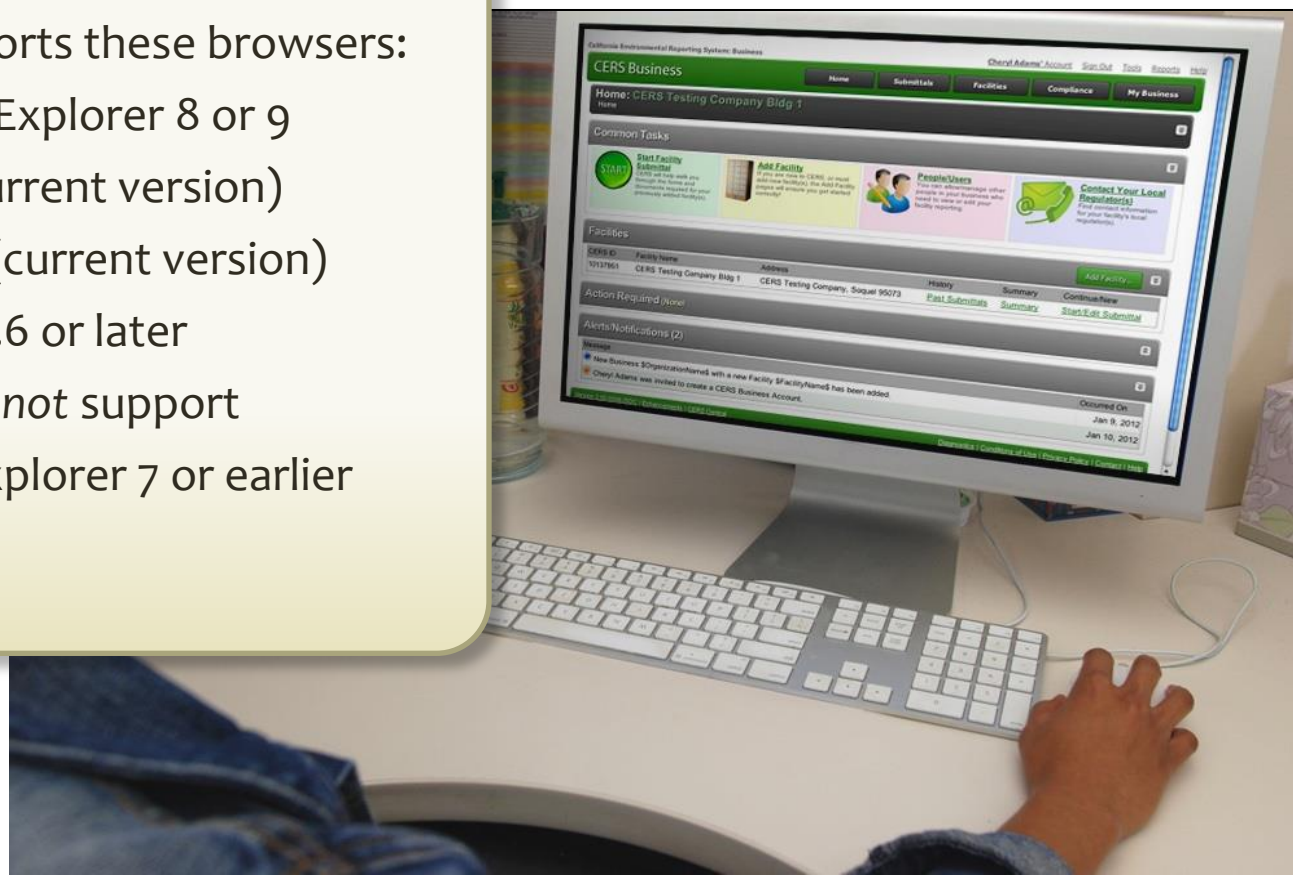
- Guide you through the information you must provide for your facility
- Provide feedback when required fields and/or screens are not completed
- Allow businesses to submit ALL information and supplemental documentation required under Unified Program regulations
- Allow one stop data reporting for businesses with multiple facilities, regardless of jurisdiction

# Compatible Browsers

CERS supports these browsers:

- Internet Explorer 8 or 9
- Safari (current version)
- Chrome (current version)
- Firefox 3.6 or later

CERS does not support  
Internet Explorer 7 or earlier  
versions



## Getting Access/Creating a CERS Account

### Module 2



# Accessing CERS

California Environmental Reporting System

## CERS Central

[Home](#)[Business Portal](#)[Regulator Portal](#)[Index](#)[Search](#)[Contacts](#)[Home](#)[Businesses](#)[Regulators](#)[Training](#)[Policy](#)[Announcements](#)[Index](#)[EDT](#)

### Businesses

#### Business Portal Sign In

- [Business User Training](#)
- [Local Reporting Requirements](#)
- [Unified Program Regulator Directory](#)
- [CERS Chemical Library](#)
- [Unified Program Internet Site](#)
- [CERS Business User Group](#)

### Regulators

#### Regulator Portal Sign In

- [Training Portal Sign In](#)
- [Regulator User Training](#)
- [CERS Regulator Users Group \(CRUG\)](#)
- [Unified Program Violation Library](#) ([Factsheet](#))
- [CERS Data Registry](#)
- [Unified Program Internet Site](#)

#### Businesses Must Report Electronically to CERS or a Local Reporting Portal

All businesses must now submit Unified Program-related information to CERS instead of on paper forms. Alternatively, some CUPAs have developed local web portals that businesses may choose to use to meet this requirement. [More information...](#)

#### CERS Training Portals

Experiment and gain familiarity with using CERS by using the [Business Training Portal](#) and/or the [Regulator Training Portal](#). Learn more [here...](#)

#### Are you a Multi-Facility/Multi-Jurisdictional Business?

If your business/organization operates multiple CUPA-regulated facilities located in multiple CUPAs, CERS now supports creation of a single corporate identity that allows consolidated management of ALL of your facilities by one or more authorized users. To establish a multi-facility business and consolidate any existing CERS facilities under your business, you need to [submit documentation to Cal/EPA](#).

#### What is CERS?

The California Environmental Reporting System (CERS) is a statewide web-based system to support California Unified Program Agencies (CUPAs) and Participating Agencies (PAs) in [electronically collecting and reporting various hazardous materials-related data](#) as mandated by the [California Health and Safety Code](#) and new 2008 legislation ([AB 2286](#)). Under oversight by Cal/EPA, CUPAs implement Unified Program mandates that streamline and provide consistent regulatory activities.

#### Recent Announcements/Blog Postings ([All Announcement Lists/Blogs...](#))

- [New/Revised CERS EDT Documentation Now Available](#) (Oct 03, 2013)
- [Second 15-Day Public Notice and Comment Period for Modifications to Text of Proposed Title 27 Electronic Reporting Regulations](#) (Oct 02, 2013)

#### Other CERS Links

- [CERS Enhancements Listing](#) (Scheduled and Proposed)
- [CERS Change Management Committee](#)
- [Unified Program Regulator Directory](#)
- [CERS Statistics](#)
- [CERS Services Availability](#)

# Signing In

California Environmental Reporting System: Business

[Sign In](#) [Help](#)

## CERS Business

**CERS will be unavailable starting 5pm on Friday, Oct.4 until approximately noon on Sunday, Oct.6**

CERS is a statewide, web-based system to support businesses and Unified Program Agencies with electronically reporting, collecting, and managing hazardous materials-related data as mandated by the California Health and Safety Code.

To learn more about CERS and the Unified Program, see [CERS Central](#).

### CERS Business Sign-In

Your Username

Next

[Forgot your username?](#)

### New to CERS?

To start reporting on your facility(s) in CERS, create a CERS account.

Create New Account

 [Watch Demo Video](#)

#### Want to experiment with CERS?

Use the Business Training Portal to learn how to use CERS by creating and managing test data before starting your official facility reporting.

Go to CERS Business Training

#### Are you a CERS Regulator?

Sign in to the [CERS Regulator Portal](#), or visit [CERS Central](#)

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[Diagnostics](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact](#) | [Help](#)

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CERS Technical Support: [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Create New Account – Step 1

CERS Business

Create your CERS Account

To create your CERS Account, complete these two steps:


- Complete the form below, then select the "Create My Account" button.
- Follow ALL instructions in the follow up email you will receive.

Once created, you can use your CERS Account username/password to sign in to both the training and production CERS Portals.

**Your CERS Username**

Your CERS Username uniquely identifies your account when you sign in to CERS. You will be alerted if your proposed username is already in use by another CERS user.

- Can be from 5 to 16 characters in length.
- Can include letters and numbers; no spaces, punctuation or special characters.
- Must be different than your password.

Username 

Must be at least 5 characters.

**Your Name and Email**

First Name  Last Name

Email  Confirm Email



**Your Password**


- Must be 9-16 characters.
- Must contain at least one uppercase character and one lowercase character.
- Must contain at least one number.

Password  Confirm Password

**Security Question**


If you forget your password, we will ask for the answer to this security question to reset your password.

Security Question  Answer 


--Select-- 

**Password Protection Phrase**

To help protect your password, please enter a phrase of your choice. This will be displayed when you are prompted for your password. If you don't see your phrase, don't provide your password!

Your Phrase 

**Enter Verification Characters**



[Refresh](#)

Input symbols

**I Agree to these Conditions of Use:**

- I agree I will not allow others to use my CERS Account and understand my Account could be suspended if I allow others to use it. I will protect my password and never share it with others, and if my account is compromised, I will contact CERS Technical Support: [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov) immediately.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, will be free from viruses or other malicious elements, and meet other requirements specified in the [CERS Document Upload Policy](#).
- I understand I should NOT use my web browser's "Back" button while using CERS—doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software: Internet Explorer 8+ (without [Compatibility Mode](#)), Firefox 3.6+, current versions of Google Chrome or Safari 5+). I understand my browser must have [Javascript enabled](#), and that some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available during days or evenings except as described [here](#).

# Create New Account – Step 2

California Environmental Reporting System: Business

**Training**  
Build: 2.10.0081

[Sign In](#) [Help](#)

## CERS Business

### Action Needed: Email Activation of your CERS Account

To finish establishing your CERS Account:

- Look for an email sent to [hazmatprogram@co.kern.ca.us](mailto:hazmatprogram@co.kern.ca.us) from CERS Technical Support ([cers@calepa.ca.gov](mailto:cers@calepa.ca.gov)).
- Follow the activation instructions in the email.

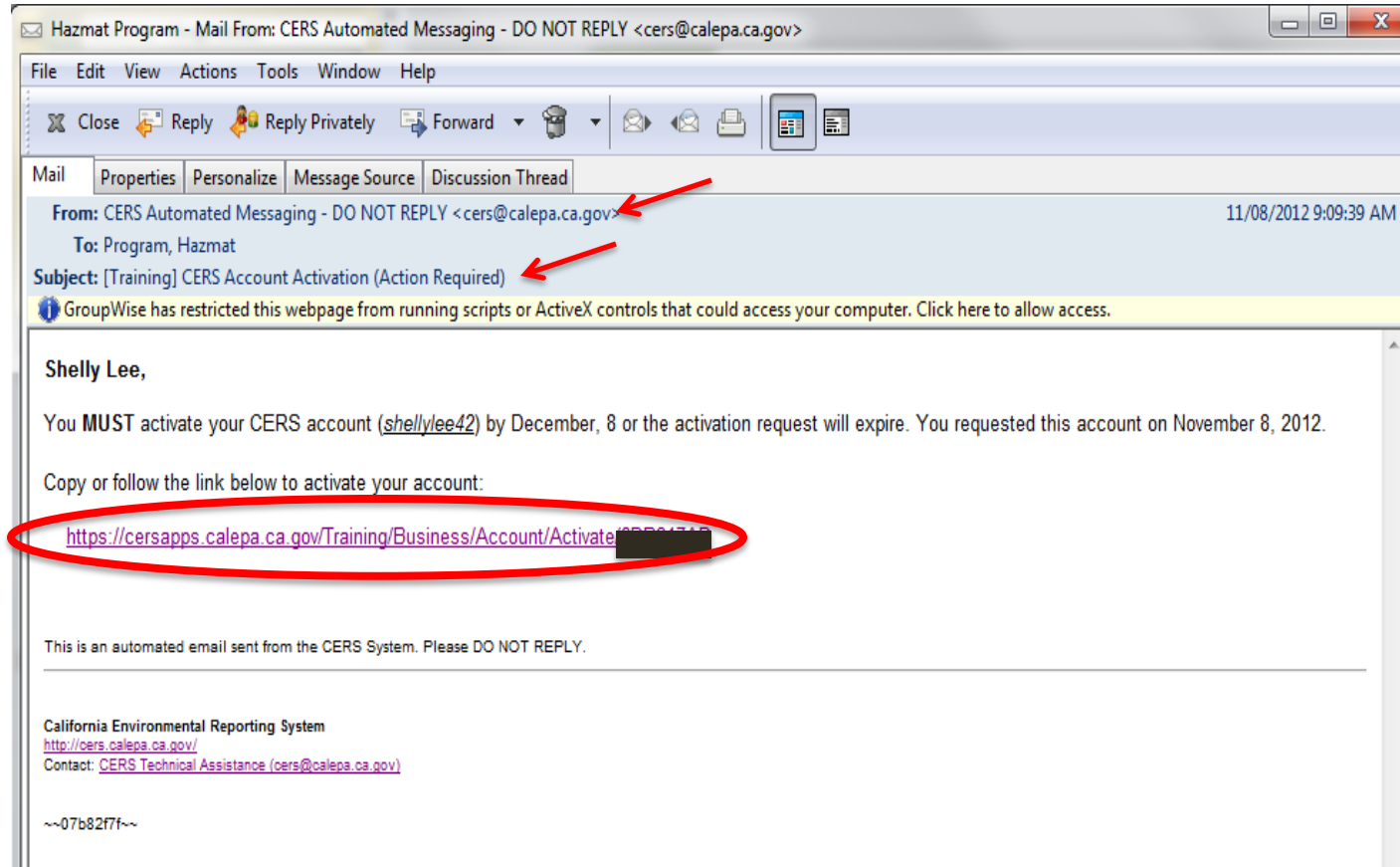
Please complete the email activation process by Saturday, December 08, 2012 9:09 AM or your account request will expire.

[CERS Internet Site](#)

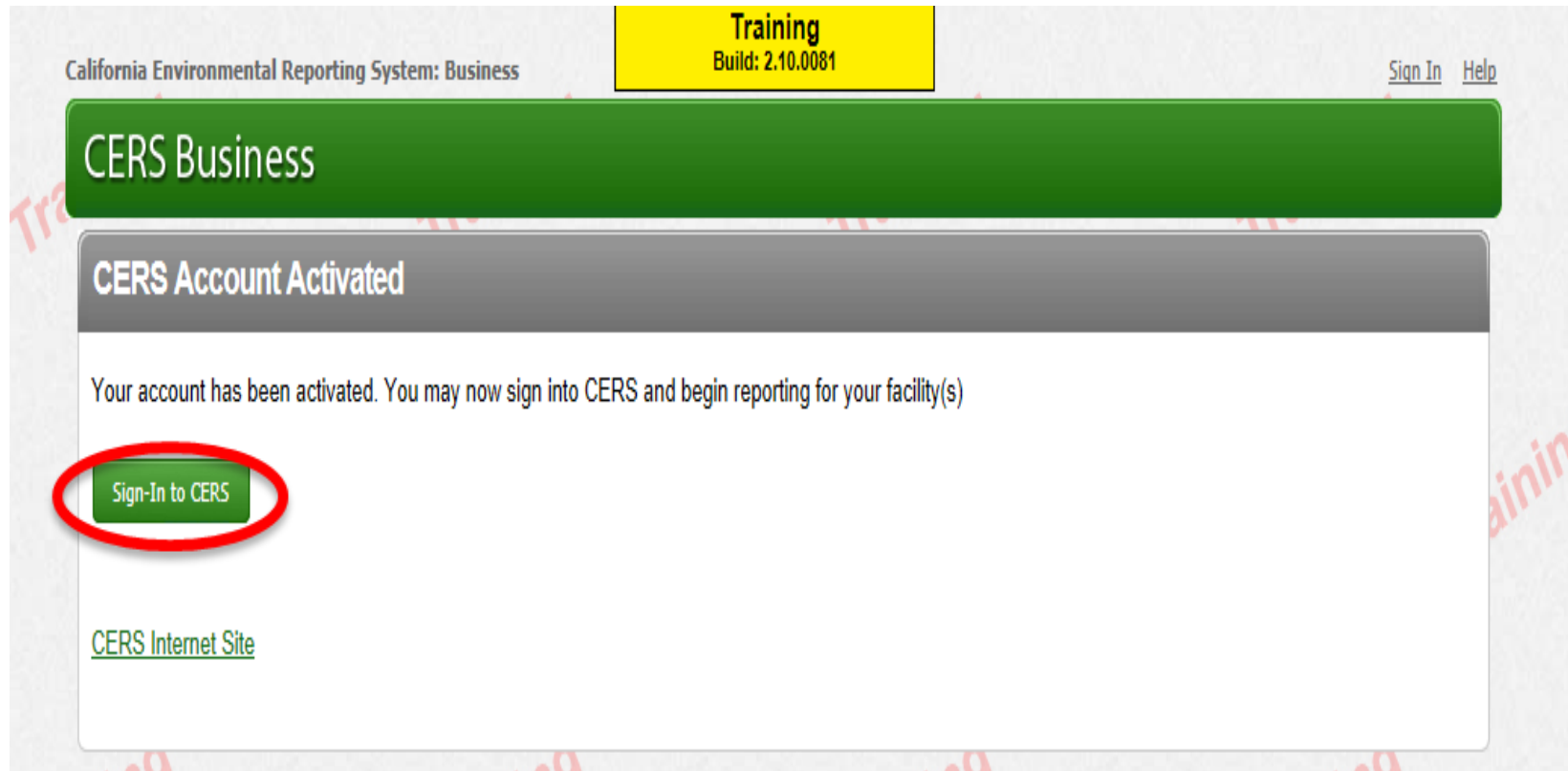
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Unified Program/General Assistance: Contact your local regulator(s)

# Create New Account – Step 3



# Create New Account – Step 4



# Your CERS User Name

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## CERS Business

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To learn more about CERS and the Unified Program, see [CERS Central](#).

### CERS Business Sign-In

Your Username

Next

[Forgot your username?](#)

### New to CERS?

To start reporting on your facility(s) in CERS, create a CERS account.

Create New Account

 [Watch Demo Video](#)

#### Want to experiment with CERS?

Use the Business Training Portal to learn how to use CERS by creating and managing test data before starting your official facility reporting.

Go to CERS Business Training

#### Are you a CERS Regulator?

Sign in to the [CERS Regulator Portal](#), or visit [CERS Central](#)

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CERS Technical Support: [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)



# Your CERS User Name

California Environmental Reporting System: Business

[Sign In](#) [Help](#)

## CERS Business

### CERS Business Sign-In

#### Your Password Protection Phrase

Enter password only if the phrase below matches what you provided in account registration.

Where's the kitty?

Your Password

••••••••

Next

Cancel

[Forgot your password?](#)

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# Your CERS User Name

California Environmental Reporting System: Business

Training  
Build: 2.10.0081

Shelly Lee's Account Sign Out Tools Reports Help

CERS Business

Facility Submittals Facility Compliance My Business

CERS Business Portal User Agreement

Please review the following conditions of use for the California Environmental Reporting System (CERS) and indicate your agreement using the checkbox below:

- I agree to protect my CERS Account password and not share it with others. If my account is compromised, I will contact [CERS Technical Support](#) immediately.
- I understand I am signing into the **training version** of CERS. Data entered into the training version of CERS is not permanently retained or backed up, and CANNOT be moved into the production version of CERS.
- I understand any data in the training version of CERS is publicly available (to facilitate learning opportunities for myself and other CERS users), so I should not enter sensitive facility data into the training version of CERS.
- I will only upload documents as required by CERS or my local regulator(s). Any document I upload will be as compact as possible, will not exceed 25MB in size, and will be free from viruses or other malicious elements.
- I understand I should NOT use my web browser's "Back" button while using CERS--doing so may result in duplicate records or other problems.
- I understand that CERS is designed for standard-sized screens using relatively current web browsing software (e.g., Internet Explorer 8+, FireFox 3.6+, current versions of Google Chrome or Safari). Some CERS features may not work on older browsers, and CERS is not designed to be effectively used on smaller display devices (e.g., mobile phones, etc.).
- I understand viewing and printing some CERS reports requires relatively current PDF viewing software (Adobe Reader 8+).
- I understand CERS is generally available 24 hours a day except 1) the last Thursday of the month from 2-3pm, 2) occasional Saturday mornings, 3) other planned times noticed in advance on the CERS home page.

☒ I agree to these conditions

☒ I understand I am using the training version of CERS

[Cancel](#)

Continue

## Finding or Adding a Facility

### Module 3

# What If Your Business Exists in CERS?

## Request Access to an Existing CERS Business

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**CERS Business** [Home](#) [Submittals](#) [Facility](#) [Compliance](#) [My Business](#)

### Request Access to an Existing CERS Business

If your business/organization has previously used CERS to report on its facility(s), please search for your business/organization.

[Search Existing Businesses/Facilities](#)

### Add a New Facility

If you and your business are new to CERS, please add a new facility.

[Add New Facility](#)

### Contact My Local Regulator (CUPA)

Most questions about how to use CERS for your facility reporting should be directed to your local regulator (CUPA). Look up your [CUPA/PA Contact Information](#).

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CERS Technical Support: [Request Technical Assistance](#)  
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Finding your Facility/Business

## Business/Organization Listing page

California Environmental Reporting System: Business

[Laurel Funk's Account](#) [Sign Out](#) [Tools](#) [Help](#)

CERS Business

Home

Submittals

Facility

Compliance

My Business

### Tools: Search/Request Access to CERS Businesses


Home » Tools » CERS Businesses Listing

#### Instructions/Help


Use this form to search and locate an existing CERS Business/Organization and request access to view/edit the business' facility/reporting data. Only enter data in one or two fields to avoid overly narrowing your results--probably the "Business Name" or facility address fields will suffice.

#### Search Businesses in CERS


Enter information in just one or two fields to search for your business/facility.

Business Name 


Facility Name (if different from Business)

Facility Address 

City 

ZIP Code 

CERS ID 

Organization Code 

Search

Clear

Use the Search window to locate your facility or business

Enter your search criteria above and select the Search button

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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Add a New Facility

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[Search Existing Businesses/Facilities](#)

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[Add New Facility](#)

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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Add a New Facility

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## CERS Business

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Facilities

Compliance

My Business

Home: **Temp UST**

Home

### Common Tasks



#### Start Facility Submittal

CERS will help walk you through the forms and documents required for your facility(s).



#### Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



#### People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.



#### Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

### Facilities

Add Facility...

Search...

	Facility Name ▼	Address ▼	Last Submittal ▼	CERS ID ▼
Start / Edit Submittal	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
Start / Edit Submittal	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>

# Add a New Facility

California Environmental Reporting System: Business

Build: 2.22.0142

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CERS Business

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## Add New Facility: Provide Address

### Provide Address

Please enter your facility's physical address below.

Address 

City 

State

CA

ZipCode 

Next

Cancel

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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Add a New Facility

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**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

## Add New Facility: Provide Facility Name

**Provide Facility Name**

**Facility Address**  
1111 7th St, Wasco CA 93280

**Your Facility's Name**

**Select/Add Business that Owns/Operates your Facility**

[Continue](#) [Cancel](#)

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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)



# Add a New Facility

California Environmental Reporting System: Business

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## Add New Facility: Add Your Business/Organization to CERS

### Your Facility Information

Uncle Bill's Lube and Tune  
1111 7th St  
Wasco, CA 93280

### Your CERS Business Information

Provide/Update Your CERS Business Name\*

Uncle Bill's Lube and Tune

e.g., the legal/corporate name of your business/organization

Provide/Update Your Business Headquarters City/State

Wasco, CA

e.g., Los Angeles, CA

\* **Single-facility Businesses:** If your business will report on **only one** facility, your CERS Business Name should be the same as your facility name.

\* **Multi-facility Businesses:** Please modify your CERS Business/Organization Name to something applicable to **all of your facilities**, typically your corporate/legal name. Once you have established your CERS Business, you can add additional facilities and/or users as necessary.

### Add Your Contact Information

Your Phone Number (Required)

Your Title (for this CERS Business)

Submit

Cancel

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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Facility Added

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CERS Business

[Home](#)

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[My Business](#)

## Facility Added: Almond Grower

[Add Facility Home](#) »

### Add New Facility: Facility Added

#### Facility Added to CERS

**Your facility has been added to CERS.**

Please select the "Continue" button below to begin preparing your reports.

Almond Grower  
5600 Norris Rd  
Bakersfield, CA 93308

CERS Business/Organization Name:  
Temp UST

CERS ID  
10141346

[Continue](#)

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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

## Navigating the Website

### Module 4

# CERS Business Home Page

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**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Home: Temp UST**  
Home

**Common Tasks**

- START** [Start Facility Submittal](#)  
CERS will help walk you through the forms and documents required for your previously added facility(s).
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- People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.
- Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

**Facilities** [Add Facility...](#)

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>

**Action Required (None)**

**Notifications for my Business** [View All...](#)

Message	Occurred On
<a href="#">New Facility Almond Grower was added to Temp UST (Bakersfield, CA).</a>	Nov 6, 2012
<a href="#">New Business Temp UST (Bakersfield, CA) with a new Facility Temp UST (10139951) has been added.</a>	Aug 9, 2012

Page 1 of 1  
Displaying items 1 - 2 of 2

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Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# My Business – Manage People

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**CERS Business** Home Submittals Facilities Compliance **My Business**

- Manage People
- Action Required
- Notifications
- Email History
- Manage Facilities
- Select Business

**Home: Temp UST**  
Home

**Common Tasks**

- START** **Start Facility Submittal**  
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<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market	1245 Peters Ave, Wasco 93280		<a href="#">10141472</a>

**Action Required (None)**

**Notifications for my Business** View All...

Message	Occurred On
<a href="#">New Facility Big Bobs Market</a> was added to Temp UST (Bakersfield, CA).	Nov 8, 2012
<a href="#">New Facility Almond Grower</a> was added to Temp UST (Bakersfield, CA).	Nov 6, 2012
<a href="#">New Business Temp UST (Bakersfield, CA)</a> with a new Facility Temp UST (10139951) has been added.	Aug 9, 2012

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Displaying items 1 - 3 of 3

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# My Business – Action Required & Notifications

California Environmental Reporting System: Business Build: 2.10.0081 [Laurel Funk's Account](#) [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

## CERS Business

[Home](#) [Submittals](#) [Facilities](#) [Compliance](#) **[My Business](#)**

- [Manage People](#)
- [Action Required](#)
- [Notifications](#)
- [Email History](#)
- [Manage Facilities](#)
- [Select Business](#)

**Home: Temp UST**  
Home

### Common Tasks



**Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).



**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.



**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

### Facilities

[Add Facility...](#)

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market	1245 Peters Ave, Wasco 93280		<a href="#">10141472</a>

### Action Required (None)

### Notifications for my Business

[View All...](#)

Message	Occurred On
<a href="#">New Facility Big Bobs Market</a> was added to Temp UST (Bakersfield, CA).	Nov 8, 2012
<a href="#">New Facility Almond Grower</a> was added to Temp UST (Bakersfield, CA).	Nov 6, 2012
<a href="#">New Business Temp UST (Bakersfield, CA)</a> with a new Facility Temp UST (10139951) has been added.	Aug 9, 2012

Page 1 of 1  
Displaying items 1 - 3 of 3

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# My Business – Email History

California Environmental Reporting System: Business Build: 2.10.0081 Laurel Funk's Account Sign Out Tools Reports Help

**CERS Business** Home Submittals Facilities Compliance **My Business**

- Manage People
- Action Required
- Notifications
- **Email History**
- Manage Facilities
- Select Business

**Home: Temp UST**  
Home

**Common Tasks**

- START** **Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).
- Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!
- People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.
- Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

**Facilities** Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market	1245 Peters Ave, Wasco 93280		<a href="#">10141472</a>

**Action Required (None)**

**Notifications for my Business** View All...

Message

- New Facility Big Bobs Market was added.
- New Facility Almond Grower was added.
- New Business Temp UST (Bakersfield, CA) with a new Facility Temp UST (10139951) has been added.

Page 1 of 1

Displaying items 1 - 3 of 3

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- **Email History** - Shows all system generated auto emails dating back to January 8, 2012

# My Business – Manage Facilities

California Environmental Reporting System: Business Build: 2.10.0081 Laurel Funk's Account Sign Out Tools Reports Help

**CERS Business** Home Submittals Facilities Compliance **My Business**

- Manage People
- Action Required
- Notifications
- Email History
- **Manage Facilities**
- Select Business

**Home: Temp UST**  
Home

**Common Tasks**

- Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).
- Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!
- People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.
- Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

**Facilities** Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market			<a href="#">10141472</a>

**Action Required (None)**

**Notifications for my Business**

Message

- New Facility Big Bobs Market was added
- New Facility Almond Grower was added
- New Business Temp UST (Bakersfield) was added

Page 1 of 1

Displaying items 1 - 3 of 3

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**Manage Facilities** - Allows you to request that facilities be transferred, merged, deleted, or archived



# My Business – Select Business

California Environmental Reporting System: Business Build: 2.10.0081 Laurel Funk's Account Sign Out Tools Reports Help

## CERS Business

Home Submittals Facilities Compliance **My Business**

- Manage People
- Action Required
- Notifications
- Email History
- Manage Facilities
- **Select Business**

**Home: Temp UST**  
Home

### Common Tasks

**Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).

**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

### Facilities

Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market			<a href="#">10141472</a>

### Action Required (None)

### Notifications for my Business

Message

- New Facility *Big Bobs Market* was added
- New Facility *Almond Grower* was added
- New Business *Temp UST (Bakersfield)*

Page 1 of 1

- **Select Business** - Primarily for consultants with multiple clients. Provides a list of all businesses (not facilities) associated with your CERS Account

View All...

Occurred On

- Nov 8, 2012
- Nov 6, 2012
- Aug 9, 2012

Showing items 1 - 3 of 3

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# Tools Link

California Environmental Reporting System: Business Build: 2.10.0081 Laurel Funk's Account Sign Out **Tools** Reports Help


**CERS Business** Home Submittals Facilities Compliance My Business

**Home: Temp UST**  
Home


**Common Tasks**




**Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).



**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.



**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

**Facilities** Add Facility...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>

**Action Required (None)**

**Notifications for my Business** View All...

Message	Occurred On
<a href="#">New Facility Almond Grower was added to Temp UST (Bakersfield, CA).</a>	Nov 6, 2012
<a href="#">New Business Temp UST (Bakersfield, CA) with a new Facility Temp UST (10139951) has been added.</a>	Aug 9, 2012

Page 1 of 1  
Displaying items 1 - 2 of 2

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# Reports Link


California Environmental Reporting System: Business Build: 2.10.0081 Laurel Funk's Account [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

## CERS Business


[Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Home: Temp UST**  
Home


### Common Tasks



**Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).



**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.



**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

### Facilities

[Add Facility...](#)





	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>

### Action Required (None)

### Notifications for my Business

[View All...](#)

Message	Occurred On
<input checked="" type="radio"/> New Facility <i>Almond Grower</i> was added to <i>Temp UST (Bakersfield, CA)</i> .	Nov 6, 2012
<input checked="" type="radio"/> New Business <i>Temp UST (Bakersfield, CA)</i> with a new Facility <i>Temp UST (10139951)</i> has been added.	Aug 9, 2012

   **1**  10 Page **1** of 1 

Displaying items 1 - 2 of 2

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## Managing Users

### Module 5

# My Business – Manage People

California Environmental Reporting System: Business Build: 2.10.0081 [Laurel Funk's Account](#) [Sign Out](#) [Tools](#) [Reports](#) [Help](#)


## CERS Business


[Home](#) [Submittals](#) [Facilities](#) [Compliance](#) **[My Business](#)**


- Manage People
- Action Required
- Notifications
- Email History
- Manage Facilities
- Select Business


**Home: Temp UST**  
Home

### Common Tasks

**Start Facility Submittal**  
CERS will help walk you through the forms and documents required for your previously added facility(s).

**Add Facility**  
If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!

**People/Users**  
You can allow/manage other people in your business who need to view or edit your facility reporting.

**Contact Your Local Regulator(s)**  
Find contact information for your facility's local regulator(s).

### Facilities

[Add Facility...](#)

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market	1245 Peters Ave, Wasco 93280		<a href="#">10141472</a>

### Action Required (None)

### Notifications for my Business

[View All...](#)

Message	Occurred On
<a href="#">New Facility Big Bobs Market</a> was added to Temp UST (Bakersfield, CA).	Nov 8, 2012
<a href="#">New Facility Almond Grower</a> was added to Temp UST (Bakersfield, CA).	Nov 6, 2012
<a href="#">New Business Temp UST (Bakersfield, CA)</a> with a new Facility Temp UST (10139951) has been added.	Aug 9, 2012

Page 1 of 1  
Displaying items 1 - 3 of 3

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# Permission Levels

- Lead Users- Can add, remove, and otherwise manage the CERS Business' users and facilities.
- Approvers - May view, edit, and submit facility reports to regulators.
- Editors - May add/edit facility reports, but cannot submit reports to regulators.
- Viewers- May only view facility reports (read only).

# Assigning Permissions – Step 1

California Environmental Reporting System: Business

Training  
Build: 2.10.0081

Shelly Lee's Account Sign Out Tools Reports Help

CERS Business Home Submittals Facilities Compliance My Business

My Business: ABC Company  
Home » My Business » People

Summary  
People  
Action Required  
Notifications  
Email History  
Regulators  
Manage Facilities  
Archive

People

Add Person

	First Name	Last Name	Email	Title	Account Status
Select	Laurel	Funk	<a href="mailto:laurelf@co.kern.ca.us">laurelf@co.kern.ca.us</a>	President	Username: laurelf Permissions: Lead Users Last sign-in: Nov 8 8:38 AM
Select	Shelly	Lee	<a href="mailto:hazmatprogram@co.kern.ca.us">hazmatprogram@co.kern.ca.us</a>	CEO	Username: shellylee42 Permissions: Lead Users Last sign-in: Nov 8 9:49 AM

Show All People All Roles Export To Excel

## Best Practice

Assign at least two Lead Users



# Assigning Permissions – Step 2

California Environmental Reporting System: Business Training Build: 2.10.0081 [Shelly Lee's Account](#) [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Business: ABC Company**  
[Home](#) » [My Business](#) » [People](#) » Add Person: Enter Email

Summary  
People  
Action Required  
Notifications  
Email History  
Regulators  
Manage Facilities  
Archive

**Add Person**  
Provide the email address of the person you want to add to the Business ABC Company.

Email

Confirm Email

[Continue](#) [Cancel](#)

- Input the person's email address and click Continue



# Assigning Permissions – Step 3

California Environmental Reporting System: Business

Training  
Build: 2.10.0081

Shelly Lee's Account Sign Out Tools Reports Help

CERS Business

Home Submittals Facilities Compliance My Business

Business: ABC Company (ID: 1239)

Home » My Business » People » Add Person: Identification

Identification Information

First Name	Last Name
Chris	Hollinger
Email	
hollinger@co.kern.ca.us	
Phone	Title
661-862-8740	Vice President
(e.g., (999) 999-9999 x123)	

- You'll be prompted to input the person's identification information
- Input the information and click Continue

Continue Cancel

# Assigning Permissions – Step 4

California Environmental Reporting System: Business

Training  
Build: 2.10.0081

Shelly Lee's Account Sign Out Tools Reports Help

CERS Business

Home Submittals Facilities Compliance My Business

My Business: ABC Company

Home » My Business » People » Edit Person

Summary

People

Action Required

Notifications

Email History

Regulators

Manage Facilities

Archive

Summary

Identification Information

First Name Last Name  
Chris Hollinger

Email  
hollinger@co.kern.ca.us

Additional Information for ABC Company

**i** This information for **Chris Hollinger** is specific to **ABC Company**

Phone Title  
661-862-8740 Vice President  
(e.g., (999) 999-9999 x123)

Account Information

No Account **Initiate Invite**

Save Delete Cancel

# Assigning Permissions – Step 5

Email History

Regulators

Manage Facilities

Archive

hollinger@co.kern.ca.us

Additional Information for ABC Company

This information for Chris Hollinger is specific to ABC Company

### Setup New Account

Chris Hollinger hollinger@co.kern.ca.us

What permissions would you like to assign to this person?

Permission Group	Description
<input type="checkbox"/> Approvers	Can add, view, edit, and submit facility reports to their facility's regulator(s).
<input checked="" type="checkbox"/> Editors	Can add/edit facility submittals/reports, but cannot submit reports to their facility's regulator(s).
<input type="checkbox"/> Lead Users	Can view/add/edit/submit facility reports to regulators, as well as add, remove, and otherwise manage their business' user accounts, facilities, and other data about their CERS business/organization.
<input type="checkbox"/> Viewers	Can view facility submittals/reports (read-only).

Save & Send Invitation Cancel Invitation

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# Assigning Permissions Confirmation

California Environmental Reporting System: Business

Training  
Build: 2.10.0081

Shelly Lee's Account Sign Out Tools Reports Help

CERS Business

Home Submittals Facilities Compliance My Business

My Business: ABC Company

Home » My Business » People

Summary  
People  
Action Required  
Notifications  
Email History  
Regulators  
Manage Facilities  
Archive

People

Add Person

	First Name	Last Name	Email	Title	Account Status
Select	Shelly	Lee	<a href="mailto:hazmatprogram@co.kern.ca.us">hazmatprogram@co.kern.ca.us</a>	CEO	Username: shellylee42 Permissions: Lead Users Last sign-in: Nov 8 9:49 AM
Select	Laurel	Funk	<a href="mailto:laurelf@co.kern.ca.us">laurelf@co.kern.ca.us</a>	President	Username: laurelf Permissions: Lead Users Last sign-in: Nov 8 8:38 AM
Select	Chris	Hollinger	<a href="mailto:hollinger@co.kern.ca.us">hollinger@co.kern.ca.us</a>	Vice President	No Account Permissions: Editors Invitation sent Nov 8 10:40 AM

Show All People All Roles Export To Excel

## Starting a Submittal

### Module 6

# Facility Submittals—Overview

California Environmental Reporting System: Business

Build: 2.22.0142

[Laurel Funk's Account](#)

[Sign Out](#)

[Tools](#)

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## CERS Business

Home

Submittals

Facilities

Compliance

My Business

Home: **Temp UST**

Home

### Common Tasks



#### Start Facility Submittal

CERS will help walk you through the forms and documents required for your facility(s).



#### Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



#### People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.



#### Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

### Facilities

Add Facility...

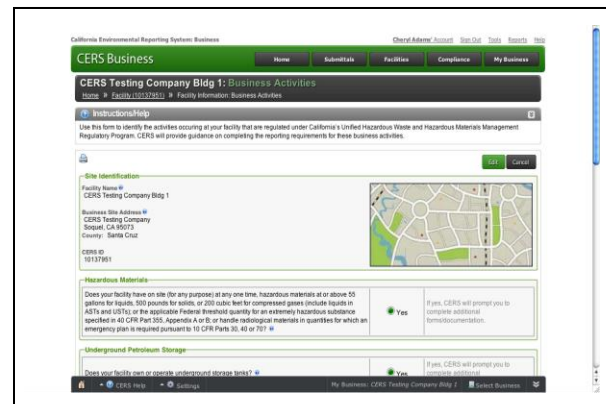
Search...

	Facility Name	Address	Last Submittal	CERS ID
Start / Edit Submittal	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
Start / Edit Submittal	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
Start / Edit Submittal	Big Bobs Market	1245 Peters Ave, Wasco 93280	<a href="#">9/6/2013</a>	<a href="#">10141472</a>

# Submittal Elements

- Facility Information (Business Activities and Owner/Operator Information) \*
- Hazardous Materials Inventory & Map \*
- Emergency Response and Training Plans \*
- Underground Storage Tanks \*
- Aboveground Petroleum Storage Tanks \*
- California Accidental Release Program
- Onsite Hazardous Waste Treatment Notification
- Recyclable Materials Report
- Remote Waste Consolidation Annual Notification
- Hazardous Waste Tank Closure Certification

\* Most Common Submittal Elements





# Submittals = Screens + Uploads

**Training**  
Build: 2.22.0142

Save Cancel

**Site Address**  
-  
CA -

**Identification**  
Operator Name  
Operator Phone Business Phone Business Fax  
Beginning Date Ending Date  
10/8/2013 10/7/2014  
Dun & Bradstreet SIC Code Primary NAICS

**Mailing Address** Copy address...  
Mailing Address  
City State ZIP/Postal Code

**Owner** Copy address...  
First and Last Name, or Corporate Name Phone  
Mailing Address  
City State ZIP/Postal Code  
Country  
United States For International Address

**Primary Emergency**  
First & Last Name  
Title  
Business Phone

**Secondary Emergency**  
Name  
Title  
Business Phone

**Billing Contact** Copy address...  
First & Last Name  
Email  
Mailing Address

**Environmental Contact**

**CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS)**  
**CONSOLIDATED EMERGENCY RESPONSE / CONTINGENCY PLAN**  
*Prior to completing this Plan, please refer to the INSTRUCTIONS FOR COMPLETING A CONSOLIDATED CONTINGENCY PLAN*

**A. FACILITY IDENTIFICATION AND OPERATIONS OVERVIEW**

FACILITY ID #	CERS ID	DATE OF PLAN PREPARATION/REVISION
	12345678	10/4/2013
BUSINESS NAME (Same as Facility Name or DBA - Doing Business As)		
Uncle Billy's Lube and Tune		
BUSINESS SITE ADDRESS		
1111 7th St		
BUSINESS SITE CITY		ZIP CODE
Wasco		CA 93280
TYPE OF BUSINESS (e.g., Painting Contractor)		INCIDENTAL OPERATIONS (e.g., Fleet Maintenance)
Oil Change		
THIS PLAN COVERS CHEMICAL SPILLS, FIRES, AND EARTHQUAKES INVOLVING: (Check all that apply)		
<input checked="" type="checkbox"/> 1. HAZARDOUS MATERIALS; <input checked="" type="checkbox"/> 2. HAZARDOUS WASTES		

**B. INTERNAL RESPONSE**

OCUR VIA: (Check all that apply)

9-1-1)

**TEAM**

**C. NOTIFICATIONS, PHONE NUMBERS AND NOTIFICATIONS**

such as an explosion, fire, or release, the Emergency Coordinator (or his/her designee when the where applicable, to notify all facility personnel.

0) 852-7550.

affected by the incident, the emergency coordinator shall notify the California Department of Toxic (UPA), and the local fire department's hazardous materials program that the facility is in compliance

1. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility; and

2. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.

INTERNAL FACILITY EMERGENCY COMMUNICATIONS OR AT ARM NOTIFICATION WITH OCUR VIA: (Check all that apply)

Submittal elements may be either a screen you fill out or a document you upload

# Start Submittal

California Environmental Reporting System: Business

Build: 2.22.0142

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## CERS Business

Home

Submittals

Facilities

Compliance

My Business

Home: **Temp UST**

Home

### Common Tasks



#### Start Facility Submittal

CERS will help walk you through the forms and documents required for your facility(s).



#### Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



#### People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.



#### Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

### Facilities

Add Facility...

Search...

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market	1245 Peters Ave, Wasco 93280	<a href="#">9/6/2013</a>	<a href="#">10141472</a>
<a href="#">Start / Edit Submittal</a>	My Store	123 Any St, Bakersfield 93307		<a href="#">10142330</a>

# Start Submittal

California Environmental Reporting System: Business

Build: 2.22.0142

[Laurel Funk's Account](#) [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

## CERS Business

[Home](#)

[Submittals](#)

[Facilities](#)

[Compliance](#)

[My Business](#)

### Select Facility/Start Submittal: Temp UST

[Home](#) » Select Facility/Start Submittal



CERS ID

City

Facility Address

ZIP Code

Search

	CERS ID	Facility Name	Address	City	ZIP Code
<a href="#">Start Submittal</a>	10139951	Temp UST	13001 Rosedale Hwy	Bakersfield	93314
<a href="#">Start Submittal</a>	10141346	Almond Grower	5600 Norris Rd	Bakersfield	93308
<a href="#">Start Submittal</a>	10141472	Big Bobs Market	1245 Peters Ave	Wasco	93280
<a href="#">Start Submittal</a>	10142330	My Store	123 Any St	Bakersfield	93307
<a href="#">Start Submittal</a>	10144646	Cinco Corp	1234 Fake St	Bakersfield	93314
<a href="#">Start Submittal</a>	10147598	test site	1245	bakersfield	93314
<a href="#">Start Submittal</a>	10150079	UST Gas Station	1000 Gasoline Ave	Bakersfield	93313



1

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CERS Technical Support: [Request Technical Assistance](#)

Unified Program/General Assistance: Contact your [local regulator\(s\)](#)

# Submittal Status/Guidance

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## CERS Business

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### Prepare Draft Submittal: Almond Grower

[Home](#) » [Prepare Submittal \(10141346\)](#)

#### Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

#### Facility Information

DRAFT Nov. 6, 2012

Submit

[Business Activities](#)

[Business Owner/Operator Identification](#)

[Discard Draft Submittal](#)

Ready to Submit with warnings

Review Needed

Edit

Edit

#### Hazardous Materials Inventory

[Hazardous Material Inventory](#)

[Site Map \(Official Use Only\)](#)

#### Emergency Response and Training Plans

[Emergency Response/Contingency Plan](#)

[Employee Training Plan](#)

CERS provides information about the status of your submittal(s) and provides guidance messages

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## Business Activities Owner/Operator Information


# Business Activities – Page 1

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**Business Activities: Big Bobs Market**  
[Home](#) » [Prepare Submittal \(10141472\)](#) » Facility Information: Business Activities (Draft)

**Instructions/Help**  
Use this form to identify the activities occurring at your facility that are regulated under California's Unified Hazardous Waste and Hazardous Materials Management Regulatory Program. CERS will provide guidance on completing the reporting requirements for these business activities.

 [Save](#) [Cancel](#)

**Site Identification**

Facility Name [Edit](#) Big Bobs Market CERSID 10141472  
Business Site Address [Edit](#) 1245 Peters Ave  
Wasco, CA 93280  
County: Kern

 [Edit Mapping](#)

**Hazardous Materials**

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive inventory local reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70? [?](#) ☐ Yes ☐ No

**Underground Petroleum Storage (UST)**

Does your facility own or operate underground storage tanks? [?](#) ☐ Yes ☐ No

**Hazardous Waste**

Does your facility generate Hazardous Waste? [?](#) ☐ Yes ☐ No

If yes, provide an EPA Identification Number (EPA ID).

Does your facility treat hazardous waste on-site? [?](#) ☐ Yes ☐ No

Is your facility's treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)? [?](#) ☐ Yes ☐ No

Does your facility consolidate hazardous waste generated at a remote site? [?](#) ☐ Yes ☐ No

If yes, provide an EPA Identification Number (EPA ID).

Does your facility need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site? [?](#) ☐ Yes ☐ No

# Business Activities – Page 2

Does your facility generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of RCRA (federally-regulated) hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste. Do not check this if you only generate non-RCRA waste. ⓘ

☐ Yes ☐ No

If yes, provide an EPA Identification Number (EPA ID), file Biennial Report ([EPA Form 8700-13A/B](#)), and satisfy requirements for RCRA Large Quantity Generator.

Is your facility a Household Hazardous Waste (HHW) Collection site? ⓘ

☐ Yes ☐ No

If yes, see CUPA for required forms.

## Excluded and/or Exempted Materials

Does your facility recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)? ⓘ

☐ Yes ☐ No

## Aboveground Petroleum Storage

Does your facility own or operate ASTs above these thresholds? Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers. ⓘ

☐ Yes ☐ No

If yes, coordinate with your local agency responsible for Aboveground Petroleum Storage Act (APSA) compliance.

## Regulated Substances

Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)? ⓘ

☐ Yes ☐ No

If yes, coordinate with your local agency responsible for CalARP. CERS does not currently support any data entry or document uploads for CalARP.

## Additional Information

Provide any additional information as necessary and/or required by your local regulator(s). ⓘ

Save

Cancel



# Preparing Owner/Operator Identification


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**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Business Owner/Operator Identification: ABC Company**  
[Home](#) » [Prepare Submittal \(10141457\)](#) » Facility Information: Business Owner/Operator Identification (Draft)

**Instructions/Help**  
Use this form to provide contact information about your facility. Your local regulator may require you to complete the property owner information, Assessor Parcel Number, Number of Employees, or Facility ID fields in the "Locally-Collected Fields" section at the bottom of the page.

**Submittal Guidance**  
All (1) Required (1) Warning (0) Advisory (0)  
Required guidance must be resolved before you can submit the Facility Information submittal element.  
Required The field "Title" MUST be completed before you submit this form.

 [Edit](#) [Cancel](#)

**Site Address**  
ABC Company  
1234 5th St  
Bakersfield, CA 93308

**Identification**  
Shelly Lee  
Operator Phone Business Phone Business Fax  
(661) 862-8740 (661) 862-8740 (661) 862-8701  
Beginning Date Ending Date  
11/8/2012 11/7/2013  
Dun & Bradstreet SIC Code Primary NAICS  
- - -

**Mailing Address**  
1234 5th St  
Bakersfield, CA 93308

**Owner**  
Shelly Lee  
Phone  
(661) 862-8740  
Mailing Address  
1234 5th St

**Primary Emergency Contact**  
Shelly Lee  
Title  
-  
Business Phone 24-Hour Phone Pager Number  
(661) 862-8740 (661) 862-8740 -

**Secondary Emergency Contact**  
Laurel Funk  
Title  
-

## Hazardous Materials Inventory

# Submittal Elements

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## CERS Business

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### Prepare Draft Submittal: Big Bobs Market

[Home](#) » [Prepare Submittal \(10141472\)](#)


#### Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
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#### Facility Information



DRAFT Nov. 8, 2012

[Submit](#) 

 [Business Activities](#) 


Ready to Submit

[Edit](#)

 [Business Owner/Operator Identification](#) 

Ready to Submit

[Edit](#)

 [Discard Draft Submittal](#)

#### Hazardous Materials Inventory

No Previous Submittal

[Start](#) 

[Not Applicable](#)



 [Hazardous Material Inventory](#)

 [Site Map \(Official Use Only\)](#)

#### Emergency Response and Training Plans

No Previous Submittal

[Start](#) 

[Not Applicable](#)



# Hazardous Materials Inventory

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### Prepare Draft Submittal: Big Bobs Market

[Home](#) » [Prepare Submittal \(10141472\)](#)


#### Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons   .

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#### Facility Information

DRAFT Nov. 8, 2012

[Submit](#) 

[Business Activities](#) 

Ready to Submit [Edit](#)

[Business Owner/Operator Identification](#) 

Ready to Submit [Edit](#)

[Discard Draft Submittal](#)

#### Hazardous Materials Inventory

No Previous Submittal

[Start](#) 

[Not Applicable](#)

[Hazardous Material Inventory](#)

[Site Map \(Official Use Only\)](#)

#### Emergency Response and Training Plans

No Previous Submittal

[Start](#) 

[Not Applicable](#)

# Hazardous Materials Inventory

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## Hazardous Material Inventory: Almond Grower

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### Instructions/Help

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.




#### New Inventory

Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

#### Update Inventory

Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.

#### Inventory Complete?

Review any status and guidance messages for your forms or submittals by selecting the guidance icons   . Then select **Done** when you have completed reviewing/updating your facility's inventory.

### Inventory Actions

[Upload Inventory](#)

[Inventory Reports](#)

[Download Inventory](#)

[CERS Chemical Library](#)

[Search Facility's Inventory](#)

## Hazardous Materials Inventory (2)



Draft Mar. 28, 2013

[Add Material](#)

[Add Site Map](#)

[Done](#)

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<a href="#">Edit</a>	<a href="#">Acetone</a> 	67-64-1		55 gallons	<a href="#">Discard</a>
<a href="#">Edit</a>	<a href="#">Liquefied Petroleum Gas (lpg)</a> 	74-98-6	behind barn	500 gallons	<a href="#">Discard</a>

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[HMIS Matrix Report](#)

[Export To Excel](#)

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# Upload/Download an Existing Inventory

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**Hazardous Material Inventory: Almond Grower**  
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**Instructions/Help**

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

**New Inventory** Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

**Update Inventory** Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.

**Inventory Complete?** Review any status and guidance messages for your forms or submittals by selecting the guidance icons. Then select **Done** when you have completed reviewing/updating your facility's inventory.

**Inventory Actions**

- [Upload Inventory](#)
- [Download Inventory](#)
- [Search Facility's Inventory](#)
- [Inventory Reports](#)
- [CERS Chemical Library](#)

**Hazardous Materials Inventory (2)** Draft Mar. 28, 2013 Add Material Add Site Map Done

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<a href="#">Edit</a>	<a href="#">Acetone</a>	67-64-1		55 gallons	<a href="#">Discard</a>
<a href="#">Edit</a>	<a href="#">Liquefied Petroleum Gas (lpg)</a>	74-98-6	behind barn	500 gallons	<a href="#">Discard</a>

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# New Hazardous Materials Inventory

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**Hazardous Material Inventory: Almond Grower**  
Home » Prepare Submittal (10141346) » HazMaterials Inventory: Hazardous Material Inventory (Draft)

**Instructions/Help**

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

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**Update Inventory** Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.

**Inventory Complete?** Review any status and guidance messages for your forms or submittals by selecting the guidance icons. Then select **Done** when you have completed reviewing/updating your facility's inventory.

**Inventory Actions**  
[Upload Inventory](#)  
[Download Inventory](#)  
[Search Facility's Inventory](#)

**Inventory Reports**  
[CERS Chemical Library](#)

**Hazardous Materials Inventory (2)** Draft Mar. 28, 2013 **Add Material** Add Site Map Done

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<a href="#">Edit</a>	Acetone	67-64-1		55 gallons	<a href="#">Discard</a>
<a href="#">Edit</a>	Liquefied Petroleum Gas (lpg)	74-98-6	behind barn	500 gallons	<a href="#">Discard</a>

[Validate My Inventory](#) [HMIS Matrix Report](#) [Export To Excel](#)

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# CERS Chemical Library – How to – Step 1

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## Hazardous Material Inventory: Almond Grower

[Home](#) » [Prepare Submittal \(10141346\)](#) » [HazMaterials Inventory: Hazardous Material Inventory \(Draft\)](#) » [Add Material](#)

### Instructions/Help

To add a hazardous material, enter your chemical/material name or CAS number, and select **Search** to see if your material is present in the CERS Chemical Library. Review the search results, and select **Add** if you see your material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material. You must enter your any reportable material even if it is not listed in the CERS Chemical Library.

*Hazardous Materials information contained in the CERS Chemical Library is presumed to be accurate. However, user assumes all risks and liabilities associated with the storage, use and handling of hazardous materials and is responsible for verifying reported information.*

### Search for Your Hazardous Material/Waste

[Unable to Find Material/Add New Material](#)

#### Search for your Chemical/Material in the CERS Chemical Library

Chemical/Material Name	CAS Number	CERS Chemical Library ID (CCLID)	Exclude Synonyms	Exclude Mixtures
Starts with <input type="text" value="Diesel"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search for my Material In:				
<input checked="" type="radio"/> CERS Chemical Library <input type="radio"/> Materials for this Facility <input type="radio"/> Any Materials for any Facility				
			<input type="button" value="Search"/>	<input type="button" value="Cancel"/>

Material Name

No records to display.

Page 1 of 1

CCLID

Displaying items 0 - 0 of 0

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- Enter chemical/material name or CAS number
- Select Search

# CERS Chemical Library – How to – Step 2

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**Hazardous Material Inventory: Almond Grower**  
Home » Prepare Submittal (10141346) » HazMaterials Inventory: Hazardous Material Inventory (Draft) » Add Material

**Instructions/Help**

To add a hazardous material, enter your chemical/material name or CAS number, and select **Search** to see if your material is present in the CERS Chemical Library. Review the search results, and select **Add** if you see your material. CERS will create a new chemical/material record for you, including any hazard properties or other data available from the CERS Chemical Library. If you don't find a good match, select **Unable to Find Material** to manually enter all the data about your chemical/material. You must enter your any reportable material even if it is not listed in the CERS Chemical Library.

*Hazardous Materials information contained in the CERS Chemical Library is presumed to be accurate. However, user assumes all risks and liabilities associated with the storage, use and handling of hazardous materials and is responsible for verifying reported information.*

**Search for Your Hazardous Material/Waste** **Unable to Find Material/Add New Material**

**Search for your Chemical/Material in the CERS Chemical Library**

Chemical/Material Name CAS Number CERS Chemical Library ID (CCLID) Exclude Synonyms Exclude Mixtures  
Starts with Diesel [ ] [ ] [ ] [ ] [ ]

Search for my Material In:  
☒ CERS Chemical Library ☐ Materials for this Facility ☐ Any Materials for any Facility

**Search** **Cancel**

	Material Name	CAS #	Type	CCLID
<b>Add</b>	Diesel	68476-34-6	Pure	CCL-103045
<b>Add</b>	Diesel #2	68476-34-6	Pure	CCL-103045
<b>Add</b>	Diesel Fuel	68334-30-5	Pure	CCL-102843
<b>Add</b>	Diesel Fuel	68476-34-6	Pure	CCL-103045
<b>Add</b>	Diesel Fuel #2	68476-34-6	Pure	CCL-103045
<b>Add</b>	DIESEL FUEL CONDITIONER	8052-41-3	Pure	CCL-105745
<b>Add</b>	Diesel Fuel No. 2	68476-34-6	Pure	CCL-103045
<b>Add</b>	Diesel Fuel Oil No. 2	68476-34-6	Pure	CCL-103045
<b>Add</b>	Diesel No. 2	68476-34-6	Pure	CCL-103045
<b>Add</b>	Diesel No 2	68476-34-6	Pure	CCL-103045

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Displaying items 1 - 10 of 10

**bold = Chemical Name** regular = Common Name italic = Chemical Synonym

# CERS Chemical Library – How to – Step 3

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## Hazardous Material Inventory: Almond Grower

[Home](#) » [Prepare Submittal \(10141346\)](#) » [HazMaterials Inventory: Hazardous Material Inventory \(Draft\)](#) » [Add Material](#)

You must complete a separate inventory form for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or your local agency, if required). The completed inventory must reflect all hazardous materials at your facility, reported **separately** for each building or outside storage area, with **separate** entries for unique occurrences of physical state, storage temperature, storage pressure.

[Save & Add Another Material](#)

[Save](#)

[Cancel](#)

### Chemical Identification and Physical Properties

Chemical Name

Diesel Fuel

CERS Chemical Library ID

-

Common Name

Diesel Fuel

CAS Number

68334-30-5

US EPA SRS ID

Physical State

☐ Solid ☒ Liquid ☐ Gas

Hazardous Material Type

☒ Pure ☐ Mixture ☐ Waste

Trade Secret

☐ Yes ☐ No

### Chemical Hazard Classification

EHS

☐ Yes ☒ No

Radioactive

☐ Yes ☒ No

Curies

Fire Code Hazard Classes (by priority)

Combustible Liquid, Class II

[View/Edit Additional Firecodes](#)

Federal Hazard Categories

☒ Fire

☐ Reactive

☐ Pressure Release

☐ Acute Health

☒ Chronic Health

DOT Hazard Class

3 - Flammable and Combustible Liquids

State Waste Code

[Lookup Code](#)

### Inventory Location and Quantity

# CERS Chemical Library – How to – Step 4

## Inventory Location and Quantity

Chemical Location ⓘ

Chemical Location Confidential EPCRA ⓘ  
☐ Yes ☐ No

Map# (Optional) ⓘ  Grid# (Optional) ⓘ

Average Daily Amount ⓘ  Maximum Daily Amount ⓘ

Largest Container ⓘ  Annual Waste Amount ⓘ

Days on Site ⓘ

Units (Inventory) ⓘ  
☒ gallons  
☐ cubic feet  
☐ pounds  
☐ tons

## Inventory Storage Information

☐ Aboveground Tank  
☐ Underground Tank  
☐ Tank Inside Building  
☐ Steel Drum  
☐ Plastic/Non-Metallic Drum

☐ Can  
☐ Carboy  
☐ Silo  
☐ Fiber Drum  
☐ Bag

☐ Box  
☐ Cylinder  
☐ Glass Bottle  
☐ Plastic Bottle  
☐ Tote Bin

☐ Tank Truck, Tank Wagon  
☐ Tank Car, Rail Car  
☐ Other

Storage Pressure ⓘ  
☐ Ambient ☐ Above Ambient ☐ Below Ambient

Storage Temperature ⓘ  
☐ Ambient ☐ Above Ambient ☐ Below Ambient ☐ Cryogenic

## Mixture Components

Hazardous Component Name ⓘ	CAS Number ⓘ	% by Weight ⓘ	EHS ⓘ
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

Additional Mixture Components ⓘ

## Additional Chemical/Material Description

Additional Chemical Description Information ⓘ

Save

Cancel

# Inventory Successfully Added

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**Hazardous Material Inventory: Almond Grower**  
[Home](#) » [Prepare Submittal \(10141346\)](#) » [HazMaterials Inventory: Hazardous Material Inventory \(Draft\)](#)

**Instructions/Help**

You must enter a separate inventory record for each individual hazardous material and hazardous waste that you handle at your facility in an aggregate quantity subject to Hazardous Material Business Plan (HMBP) reporting requirements (or as required by your local regulator). The completed inventory must reflect all hazardous materials at your facility, reported separately for each building or outside storage area, with separate entries for unique occurrences of physical state, storage temperature, storage pressure.

**New Inventory** Select **Add Material** to manually enter new materials for your facility, or select **Upload Inventory** to upload a spreadsheet of your entire inventory.

**Update Inventory** Review your facility's entire inventory to make sure it reflects your current hazardous materials management practices. Select **Search Inventory** to find previously entered materials needing updating. Replace (or append to) your current inventory by selecting **Upload Inventory**.

**Inventory Complete?** Review any status and guidance messages for your forms or submittals by selecting the guidance icons . Then select **Done** when you have completed reviewing/updating your facility's inventory.

**Inventory Actions**

- [Upload Inventory](#)
- [Download Inventory](#)
- [Search Facility's Inventory](#)
- [Inventory Reports](#)
- [CERS Chemical Library](#)

**Hazardous Materials Inventory (3)** Draft Mar. 28, 2013 [Add Material](#) [Add Site Map](#) [Done](#)

☐ Only show materials with errors/warnings

	Common Name	CAS	Location	Max Daily Amount	
<a href="#">Edit</a>	Acetone	67-64-1		55 gallons	<a href="#">Discard</a>
<a href="#">Edit</a>	Liquefied Petroleum Gas (lpg)	74-98-6	behind barn	500 gallons	<a href="#">Discard</a>
<a href="#">Edit</a>	Diesel Fuel	68334-30-5	beside shed	5,000 gallons	<a href="#">Discard</a>

[Validate My Inventory](#) [HMIS Matrix Report](#) [Export To Excel](#)

1 15 Page 1 of 1 Displaying items 1 - 3 of 3

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## Uploading Maps & Documents

# Maps and Documents

Build: 2.10.0082

## Facility Information

DRAFT Nov. 8, 2012 [Submit](#)

[Business Activities](#) [Ready to Submit](#) [Edit](#)

[Business Owner/Operator Identification](#) [Ready to Submit](#) [Edit](#)

[Discard Draft Submittal](#)

## Hazardous Materials Inventory

DRAFT Nov. 12, 2012 [Submit](#)

[Hazardous Material Inventory \(2\)](#) [Add Material](#) [Ready to Submit](#) [Discard](#)

[Site Map \(Official Use Only\)](#) [Document Needed](#) [New](#)

[Discard Draft Submittal](#)

## Emergency Response and Training Plans

DRAFT Nov. 12, 2012 [Submit](#)

[Emergency Response/Contingency Plan](#) [Document Needed](#) [New](#)

[Employee Training Plan](#) [Document Needed](#) [New](#)

[Discard Draft Submittal](#)

## Underground Storage Tanks

No Previous Submittal [Start](#) [Not Applicable](#)

## Aboveground Petroleum Storage Act

No Previous Submittal [Start](#) [Not Applicable](#)

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# Site Map

## CERS Business

[Home](#)[Submittals](#)[Facilities](#)[Compliance](#)[My Business](#)

### Big Bobs Market: Site Map (Official Use Only)

[Home](#) » [Prepare Submittal \(10141472\)](#) » [Hazardous Materials Inventory: Site Map \(Official Use Only\) \(Draft\)](#)

#### Instructions/Help

##### Annotated Site Map (Official Use Only) Supplemental Documentation for Hazardous Material Inventory

Site Maps, also called Facility Maps or Site Plans, are typically required by regulators for emergency response purposes. Under the California Health and Safety Code, the **specific** storage location(s) of hazardous materials is **not** subject to release under the California Public Records Act. Your local regulator may require submission of one or both of the site maps described below. Please contact [Kern County Environmental Health Services Department](#) to answer any questions about these requirements.

- A general site plan that can include, but not be limited to, the location of buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses.
- A building floor plan that includes hazardous materials storage areas within the building, rooms, doorways, corridors, means of egress and evacuation routes.

To upload a document, select the "Browse" button and then the file on your computer to upload, provide a document title, and then select "Save & Finish" to complete the upload. Use of other document options shown on the left must be approved by your local regulator.

#### Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided in other Submittal Element
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

#### Document Upload(s)

##### Upload Document

[Browse...](#)

Date Authored (Required)

11/19/2012

Document Title (Required)

Annotated Site Map (Official Use Only)

Description (Optional)

[Save & Upload Again](#)[Save & Finish](#)[Cancel](#)

# Emergency Response and Training Plans

California Environmental Reporting System: Business

Build 2.10.0082

Laurel Funk's Account

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## CERS Business

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### Big Bobs Market: Emergency Response/Contingency Plan

[Home](#) » [Prepare Submittal \(10141472\)](#) » ER and Training Plans: Emergency Response/Contingency Plan (Draft)

#### Instructions/Help

##### Emergency Response/Contingency Plan(s) Supplemental Documentation

You must submit an emergency response/contingency plan for your facility. Contact your local regulator for more information about providing a suitable plan.

To upload a document, select the **Browse** button and then the file on your computer to upload, provide a document title, and then select **Save & Finish** to complete the upload.

Use of other document options shown on the left must be approved by your local regulator.

**Consolidated Emergency Response/Contingency Plan Template:** This optional template may be used to satisfy requirements that Hazardous Materials Business Plans (HMBP) contain emergency response plans, procedures, and employee training in the event of a reportable/threatened hazardous material release. [Download](#) the form, read the [instructions](#), complete it, and upload it here.

#### Document Options

- ☒ Upload Document(s)
- ☐ Public Internet URL
- ☐ Provided in other Submittal Element
- ☐ Provided to Regulator
- ☐ Stored at Facility
- ☐ Exempt

#### Document Upload(s)

##### Upload Document

[Browse...](#)

Date Authored (Required)

11/19/2012

Document Title (Required)

Emergency Response/Contingency Plan

Description (Optional)

[Save & Upload Again](#)

[Save & Finish](#)

[Cancel](#)

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## Completing Submittal Module 7

# Submit

California Environmental Reporting System: Business Build: 2.22.0143 Laurel Funk's Account Sign Out Tools Reports Help

**CERS Business** Home Submittals Facilities Compliance My Business

**Prepare Draft Submittal: Almond Grower**

[Home](#) » [Prepare Submittal \(10141346\)](#)

**Instructions/Help**

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button to create a submittal from scratch or copied from a previous submittal.
- Select "New" and "Edit" buttons to complete specific submittal forms or provide supplemental documentation.
- Select "Discard" button to delete a draft form/documentation when you need to re-start a form or it is no longer relevant for your draft submittal.
- Select "Not Applicable" if you believe the submittal element is no longer relevant for your facility (e.g., closed UST tank).
- Select "Submit" when you are ready to transmit one or more submittals to your local regulator(s). ALL submittals must include a Facility Information element.

**Facility Information** DRAFT Nov. 6, 2012 **Submit**

[Business Activities](#) [Business Owner/Operator Identification](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

[Ready to Submit with warnings](#) [Edit](#)

[Ready to Submit](#) [Edit](#)

**Hazardous Materials Inventory** DRAFT Mar. 28, 2013 **Submit**

[Hazardous Material Inventory \(3\)](#) [Add Material](#)

[Site Map \(Official Use Only\): Upload Document\(s\)](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

[Ready to Submit](#) [Discard](#)

[Ready to Submit](#) [Edit](#) [Discard](#)

**Emergency Response and Training Plans** DRAFT Feb. 13, 2013 **Submit**

[Emergency Response/Contingency Plan: Upload Document\(s\)](#)

[Employee Training Plan: Upload Document\(s\)](#)

[Discard Draft Submittal](#) [Miscellaneous State-Required Documents](#)

[Ready to Submit](#) [Edit](#) [Discard](#)

[Ready to Submit](#) [Edit](#) [Discard](#)

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# Confirm, Certify, and Submit

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**CERS Business** [Home](#) [Submittals](#) [Facilities](#) [Compliance](#) [My Business](#)

**Submittal Summary: Almond Grower** [Home](#) » [Draft Submittal](#) » Submittal Summary (10141346)

[Instructions/Help](#)

**Final Submittal Checklist**

- **Does your Submittal include a Facility Information submittal element?**  
Your submittals must always include a Facility Information element with current business activities and owner/operator forms. The "Submit Selected Elements" button below will be disabled if you have not met this requirement. You will need to return to the [Prepare Draft Submittal](#) page and "Start" one.
- **Are you submitting all of the elements needed by your facility's regulator?**  
If you must submit multiple elements for your facility (e.g., Inventory, UST), return to [Prepare Draft Submittal](#) to "Start" other elements, and then "Submit" all the elements at the same time.
- **Is your CERS Account authorized to submit data to the Regulator?**  
The "Submit Selected Elements" button will be disabled if your CERS Account does not have "Lead Business User" or "Approver" permissions.
- **Have you reviewed the Certification Statement shown below?**
- **Select "Submit Selected Elements" below to submit information to your regulator.**

**Confirm, Certify, and Submit Your Facility Submittal** [Submit Selected Elements](#)

**Certification Statement:** Based on my own knowledge and/or on my inquiry of those individuals responsible for obtaining the information, I, Laurel Funk (CERS Account username *laurelf*), certify on 10/9/2013 under penalty of law that I have personally examined and am familiar with the information submitted and believe the information is true, accurate, and complete.

**Facility Information** Ready To Submit ☒  
Information will be reported to Bakersfield City Fire Department.  
[Add Comment To Regulator](#)

**Hazardous Materials Inventory** Ready To Submit ☒  
Information will be reported to Bakersfield City Fire Department.  
[Add Comment To Regulator](#)

**Emergency Response and Training Plans** Ready To Submit ☒  
Information will be reported to Bakersfield City Fire Department.  
[Add Comment To Regulator](#)

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# Email Notification

California Environmental Reporting System: Business

**Training**  
Build: 2.10.0082


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**CERS Business**

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**Submittal Finished: Big Bobs Market**

[Home](#) » [Draft Submittal](#) » Submittal Finished (10141472)



You have submitted the following elements on 11/19/2012 to Kern County Environmental Health Services Department

- Facility Information
- Hazardous Materials Inventory
- Emergency Response and Training Plans

**What's Next?**

- Return to the [Draft Submittal](#) page.
- Return to [Facility Home](#).

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CERS Technical Support: [Request Technical Assistance](#)  
Unified Program/General Assistance: Contact your [local regulator\(s\)](#)



# Edit/Review

California Environmental Reporting System: Business

Build: 2.22.0143

Laurel Funk's Account [Sign Out](#) [Tools](#) [Reports](#) [Help](#)

CERS Business

Home

Submittals

Facilities

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## Prepare Draft Submittal: Almond Grower

[Home](#) » [Prepare Submittal \(10141346\)](#)

### Instructions/Help

Use this page to prepare draft submittals for your facility to transmit to your local regulator(s). Make sure to review any status and guidance messages for your forms or submittals by selecting the guidance icons.

- Select "Start" button
- Select "New" and "E"
- Select "Discard" button
- Select "Not Applicable"
- Select "Submit" when

### Start New Submittal

#### Submittal Element: *Facility Information*

I would like to start my submittal...

☒ Based upon my submittal of 10/9/2013 (Submitted) ▼

You must update/replace any out-of-date data or supplemental documentation.

☐ From scratch

Start

Cancel

### Facility Information

[Business Activities](#)

[Business Owner/Manager](#)

### Hazardous Materials

[Hazardous Materials](#)

[Site Map \(Official\)](#)

### Emergency Response and Training Plans

[Emergency Response/Contingency Plan: Upload Document\(s\)](#)

[Employee Training Plan: Upload Document\(s\)](#)

nt for your draft submittal.

(k).

t include a Facility Information element.

TTED Oct. 9, 2013

Start

Not Applicable

Oct. 9, 2013

Start

Not Applicable

Submitted Oct. 9, 2013

Start

Not Applicable

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## Wrap Up

### Module 8

# CERS Online Reporting—Resources

California Environmental Reporting System: Business

Build: 2.10.0084

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## CERS Business

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Home: [Temp UST](#)

[Home](#)

### Common Tasks



#### Start Facility Submittal

CERS will help walk you through the forms and documents required for your previously added facility(s).



#### Add Facility

If you are new to CERS, or must add new facility(s), the Add Facility pages will ensure you get started correctly!



#### People/Users

You can allow/manage other people in your business who need to view or edit your facility reporting.



#### Contact Your Local Regulator(s)

Find contact information for your facility's local regulator(s).

### Facilities

[Add Facility...](#)

	Facility Name	Address	Last Submittal	CERS ID
<a href="#">Start / Edit Submittal</a>	Temp UST	13001 Rosedale Hwy, Bakersfield 93314		<a href="#">10139951</a>
<a href="#">Start / Edit Submittal</a>	Almond Grower	5600 Norris Rd, Bakersfield 93308		<a href="#">10141346</a>
<a href="#">Start / Edit Submittal</a>	Big Bobs Market	1245 Peters Ave, Wasco 93280		<a href="#">10141472</a>

### Action Required (None)

### Notifications for my Business

[View All...](#)

Message	Occurred On
<a href="#">Facility Submittal for Big Bobs Market (#10141472)</a> Submitted on November 19, 2012.	Nov 19, 2012
<a href="#">New Facility Big Bobs Market</a> was added to Temp UST (Bakersfield, CA).	Nov 8, 2012



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Displaying items 1 - 2 of 2

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# CERS Online Reporting—Resources

California Environmental Reporting System: Business

[Sign In](#) [Help](#)

## CERS Business

### Help

[Home](#) » [Business Portal Help](#)

### Business Portal Help Materials

Help Resource	Resource Type
<a href="#">How to Change a Facility Address</a> In general your facility address should not change unless its postal address has changed (e.g., a new ZIP Code) or you need to correct a previous data entry error. When you do need to make such a change, you need to submit a new Facility Information submittal element with the corrected address as explained in this short help guide.	Help Guide
<a href="#">Adding Your First New Facility</a>	Help Guide
<a href="#">Requesting Access to an Existing CERS Business/Facility</a> This brief document explains how to search for and request access to an existing facility/business in CERS.	Help Guide
<a href="#">Adding a New Person/User to your CERS Business</a> This brief document shows how to add a new person/user to have access to the facility(s) for you CERS Business.	Help Guide

### Other Help Information

A selection of business user training materials are available on the [CERS Central Business User Help page](#).

- [CERS User Agreement](#)
- [CERS Document Upload Policy](#)
- [CERS Services Availability](#)
- [CERS Hazardous Material Inventory Upload Template](#)

### How to Get Help?

#### What to Report

Questions concerning what data should be reported for your facility(s) should be directed to your [local regulator\(s\)](#).

#### How to use CERS

General questions about how to use CERS (or the local reporting portal) for reporting on your facility(s) should also be directed to your [local regulator\(s\)](#).

#### CERS Technical Problems/Questions

If you have technical problems accessing CERS or receiving errors while using CERS, please contact CERS Technical Support at [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov).

#### Multi-Jurisdictional Businesses

For questions relating to setting up a business organization in CERS with facilities in more than one CUPA jurisdiction, please review this [letter](#) and/or email [cers@calepa.ca.gov](mailto:cers@calepa.ca.gov).

### Suggest an Enhancement

#### Review the Enhancements Listing

Your idea may have already been suggested to Cal/EPA. Please review the [CERS2 Enhancements Listing](#), and if you don't see it there, use the online form to send your suggestion.

Questions?